## City of Norfolk Online Employment Application Attachment Feature

The City of Norfolk online employment application system allows multiple documents to be attached to the employment application. Refer to the following to understand how to use this feature:

## Document files must be attached to your employment application BEFORE it is submitted.

(Online employment applications cannot be modified by the applicant after it has been submitted.)

## Documents

- The specific type of document (certificate, license, diploma, etc.) that is to be submitted with your
  application will be designated within the vacancy posting announcement.
- Documents must be in a digital/electronic format compliant with either of these file types:
  - o Acrobat Portable Document Format "pdf"
  - o Microsoft Word Document "doc"
  - o Microsoft Word Document (2007) "docx"
  - o Joint Photographic Experts Group "jpg"
- Documents that exist in hard copy/paper, must be converted to a file type described above. Applicants
  that need assistance with converting documents may seek the professional services of businesses such
  as FedEx Office or The UPS Store.

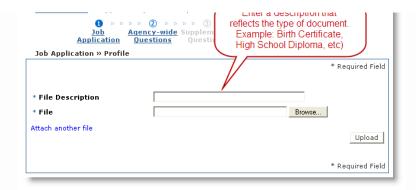
## Attaching files

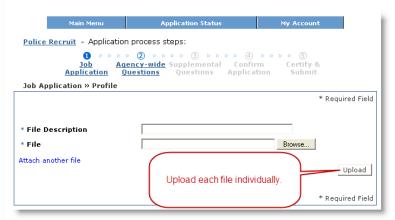
 Note: Prior to submitting the online employment application, the application can be saved at any point, then retrieved later for further editing. This can be helpful if you started to complete the application, but did not have your document attachments ready. A saved application can be retrieved, then document files attached.

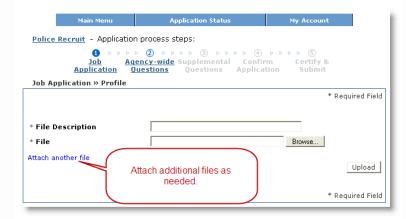


Attaching files is done through the "Attachments" section of the employment application.









· Attachments are submitted when the employment application is submitted.

